
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT
FINANCE



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TO: County Assessors and Auditors
FROM: Cheryl A. W. Musgrave, Commissioner
RE: Online Data Submission Tool
DATE: Tuesday, Feb. 26, 2008

On Wednesday, Feb. 27, 2008, the Indiana Department of Local Government Finance (DLGF) will launch an online tool to allow all counties to submit their statutorily-required property tax data files (parcel, tax bill, sales disclosures, etc.) to the DLGF online.

This tool will revolutionize the way property tax management data is submitted by counties and reviewed by the DLGF. Not only will it ensure rapid response to submissions, it will also ensure that the files receive standard reviews.

With this tool, each dataset is tested for compliance prior to official submission to the DLGF. Once uploaded, the data files are reviewed for compliance with state standards as well as tested for obvious content errors (blank values where there must be a value, letters where there should only be numerals, etc.) The system then generates reports – generally within 48 hours – that provide detailed feedback with specific errors within each individual record for correction. The detailed information provides a guide to correct deficiencies in the file, significantly reducing delays in the certification process. Please note that the site currently allows test submissions only. Official data submissions will be accepted soon.

Prior years' data sets for each county will be loaded by DLGF staff over the next 14 days, so while the tool will be available and ready for upload on February 27, 2008, the datasets submitted prior to that date may not be available immediately. Once the data sets are loaded, the DLGF will send each county a notification via e-mail. Reports on prior years' data are provided for informational purposes only and will give insight to problems with previous submissions. Certification status of prior years' data will not be affected.

A follow-up e-mail will be sent tomorrow with the county's User Name and Password. Using this information, the county auditor and assessor can access the upload tool.

This new tool is provided with the assistance of the Indiana University Business Research Center (IBRC) as part of the state and university's Indiana (IFI) initiative.

To access the upload tool and for further instructions, go to <http://www.stats.indiana.edu/dlgef>.

If you have any questions, please do not hesitate to contact DLGF staff via e-mail at data@dlgf.in.gov.